



# Commercial Building Permit Submittal Checklist



Project File Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is needed in order for your application to be submitted for review. If you have any question on required item, please call 425-377-3235. Read each item carefully and provide all applicable information.

## ***Applicant / Staff Verify***

|           |   |
|-----------|---|
| ___ / ___ | Building Permit Application Form (signed & dated)               |
| ___ / ___ | Plan Check Fee/Intake Fees                                      |
| ___ / ___ | Grading Application   |
| ___ / ___ | SEPA Checklist (4 copies)                                       |
| ___ / ___ | Public Notice Requirements (if subject to SEPA review, Type II) |

## **Required Supporting Documents**

|           |  |
|-----------|--|
| ___ / ___ | Traffic Study (2)  |
| ___ / ___ | Engineer Report - Drainage (2)                           |
| ___ / ___ | Critical Area Study and Mitigation Plan (if applicable)  |
| ___ / ___ | Tree Retention Survey                                    |
| ___ / ___ | Geo-Tech Report (if applicable)                          |
| ___ / ___ | Copy of Hearing Examiner's Decision (if applicable)      |
| ___ / ___ | Short Plat Conditional Approval Decision (if applicable) |

## **Required Plans/Reports**

|           |   |
|-----------|---|
| ___ / ___ | <b>Architectural/structural plans</b> (2 sets, wet stamped)   |
|           | PLANS SHALL INCLUDE:  |
| ___ / ___ | Structural Calculations (2);  |
| ___ / ___ | Energy Analysis, including lighting summary (2);  |
| ___ / ___ | Mechanical and Plumbing Plans or noted if deferred;   |
| ___ / ___ | Building Elevations;  |
| ___ / ___ | ADA Compliant;  |
| ___ / ___ | Cross Sections;   |
| ___ / ___ | Requirements of IBC, IRC Sections 105.3 and 106;  |
| ___ / ___ | Egress Path of Travel;  |
| ___ / ___ | Compliant with ICC/ANSI (ADA) A117.1 - 2003.  |
| ___ / ___ | <b>Site Plans</b> (2 full sized with 2 reduced - 8.5 x 11 or legal size)  |
|           | PLANS SHALL INCLUDE:  |
| ___ / ___ | Vicinity Map;   |
| ___ / ___ | Tax Account Number(s);  |
| ___ / ___ | Legal Description;  |
| ___ / ___ | North Arrow;  |
| ___ / ___ | Date of Preparation;  |
| ___ / ___ | All property lines with dimensions;   |
| ___ / ___ | Topography at contour intervals of 5 feet or less (if less than 1% make a note on site plan instead of showing topos);    |
| ___ / ___ | Right-of-Way Dedication area (when applicable);   |
| ___ / ___ | Location of existing/proposed easements, access areas and utilities;  |
| ___ / ___ | Setbacks from: all property lines, easements and/or existing buildings, for all proposed and existing building locations; |
| ___ / ___ | Proposed and existing fence, rockery and/or retaining wall locations;   |
| ___ / ___ | Proposed or existing bio-filtration swales and/or detention/retention ponds;  |
| ___ / ___ | Distance from Right-of-Way center line to property lines;   |
| ___ / ___ | Access points showing arrows for ingress and egress;  |
| ___ / ___ | Proposed or existing fire hydrant locations;  |

\_\_\_ / \_\_\_ Location and size of Utility District Water/Sewer line (located in street);  
\_\_\_ / \_\_\_ Existing Septic Tank, drain field and reserve areas (if applicable);  
\_\_\_ / \_\_\_ Critical areas (wetlands, streams, water bodies or slopes include proposed and existing  
buffer areas;  
\_\_\_ / \_\_\_ Proposed and existing parking areas;  
\_\_\_ / \_\_\_ Individual parking stalls numbered consecutively;  
\_\_\_ / \_\_\_ Dimensions of parking stalls;  
\_\_\_ / \_\_\_ Indicated if compact or barrier free;  
\_\_\_ / \_\_\_ Aisle width;  
\_\_\_ / \_\_\_ Proposed and existing landscaping areas;  
\_\_\_ / \_\_\_ Indicate size of required landscape buffers and note type;  
\_\_\_ / \_\_\_ Indicated parking area landscaping calculations on site plan;  
\_\_\_ / \_\_\_ Show compliance with the IBC Chapter 11 Barrier Free requirements;  
\_\_\_ / \_\_\_ Proposed limits of any additional site disturbance (clearing/grading not already identi-  
fied).

\_\_\_ / \_\_\_ **Landscape Plans 3 sets**  
PLANS SHALL INCLUDE:  
\_\_\_ / \_\_\_ Plans key indicating species, quantity, size, and space of each plant type;  
\_\_\_ / \_\_\_ Identify gross parking area square footage;  
\_\_\_ / \_\_\_ Show square footage of each landscape area that is being counted towards parking area  
landscaping;  
\_\_\_ / \_\_\_ Show trees to be retained.